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T60

ATTACHMENT B

Please complete this attachment and return to MSS/AID/PSG, Attention [redacted], room 6N 222, by 18 December 1968. 25X1

I. Please place an X in the appropriate columns.

	Presently Useful	No Present Need	Would Like To Receive	Did Not Know Report Existed
002	✓		✓	
004	✓		✓	
005	✓		✓	
006		✓		
007		✓		
008		✓		
011		✓		
013		✓		
Option 1	✓		✓	
Option 2		✓		
Option 3		✓		
Option 4	✓		✓	
Option 5		✓		
Option 6		✓		
Option 7		✓		
Option 10		✓		
Option 11	✓		✓	

II. In addition to the reports listed above, I would like to receive these weekly/monthly reports (describe in detail):

None at this time

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ATTACHMENT B (CONTINUED)

III. General comments concerning the MIS:

Constant monitoring of individual time sheets is mandatory at this time since the complexity of the MIS system bewilders the users to the extent that they tend to report the majority of their time on one "catchall" project. A reduction in the number of activity codes and fewer (but more general) project numbers may allow individuals to more accurately allocate their time.

IV. Please indicate the following:

25X1

Component (group, division, branch, or staff) - T55G/APSD

Component code (as recorded on time sheets) - T60

Room number (mail address) - 2N414 L

25X1

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